

31 Joseph Walker Drive
West Columbia, S.C. 29169
Sept. 1, 2000

Janet O'Keefe
5516 Lakeshore Drive, Apt. 201
Columbia, S.C. 29206

Dear Janet,

Enclosed is a proposed news release about our September 21st Branch meeting which I promised Jo Conner I would send you. I wrote it from my experience with what they might publish and what we want to convey. If you have other ideas, do give me a call. You will need to add a date at the top, and whom to contact for further information.

Since the deadline for reservations is the 18th, I would surely hope they would publish it by Friday, the 15th.

Therefore I would imagine you would want to send out the release by the 5th, urging them to publish no later than the 15th because of the reservation deadline.

Please forgive me if I seem to be suggesting the details of your job. I'm just not sure where your expertise and experience lies.

Will you be sending this to other papers than the STATE? There are a few weeklies in our area that you could send it to, like the IRMO NEWS and the LEXINGTON DISPATCH-NEWS. I have addresses, also suggestions for radio and TV stations if you want to go that route. Call me at 794-6700 if I can help.

Many thanks for all you are doing for AAUW.

Sincerely,